

Recruiting Students

Access to a high quality
skilled workforce





Benefits to employers of using The Works to recruit students

- Free online vacancy advertising service for all your vacancies
- Access to high quality students who have flexible availability
- Student workforce with excellent customer service and IT skills
- Advice on employing students
- Raise your profile on campus

What is the Works?

The Works is a joint initiative between the Students' Guild and the Careers and Employment Service at the University of Exeter. The one-stop shop was opened in September 2005 and has quickly become an established employment and employability signposting service with over 1,700 new students registering every year for part-time, vacation and temporary jobs. The Works has a very high footfall as we are in a prime location between the Students' Guild shop and the bar! As well as helping students to find work, The Works staff also provide information and advice on training and other opportunities with Careers Advisers on hand to offer career guidance.

The majority of students register with The Works at the beginning of the academic year (end of September) but we also see students signing up throughout the year. We keep in regular contact with all registered students by email, telephone and face-to-face.



Services to Employers

	Cost
Advertise part-time, full-time and vacation vacancies through the online Jobsurfing vacancy service and Jobs Board	Free
Email all registered students on database	£40+VAT
Facilities to host drop-in sessions	£125+VAT
Interview facilities: <ul style="list-style-type: none"> • one-to-one interview space • group interview space 	£50+VAT £50+VAT
Advertise on plasma screen	£50+VAT – 1 week £90+VAT – 2 weeks £300+VAT – 1 term (10 weeks)
Flyer campaign: <ul style="list-style-type: none"> • up to 500 flyers on display and given out to students • A4 vacancy poster given out to 100 students 	£50+VAT £50+VAT
Posters displayed: <ul style="list-style-type: none"> • A4 posters • A3 posters 	£10+VAT per week £15+VAT per week
Initial vetting of candidates for your part-time, temporary and vacation vacancies including: <ul style="list-style-type: none"> • receiving initial emails • short listing candidates • conducting initial interviews 	£30-£150+VAT depending on requirements
Sponsorship opportunities	Contact The Works Co-ordinator to discuss available opportunities



Advertise your vacancies for free

If you have a part-time, temporary or vacation vacancy it can be accessed by students online through the Jobsurfing website. The vacancy will also be displayed on the Jobs Board in The Works and details emailed to all registered students in a weekly jobs email. Our Vacancy co-ordinator can be contacted on 01392 264401 if you have any questions or queries. Alternatively send details of your vacancy by email to jobsurfing@exeter.ac.uk or by completing the online vacancy submission form which can be found at www.exeter.ac.uk/business/talent

Email students

Our database allows us to email all students or target specific groups. You can choose to advertise your vacancy across the whole student workforce or ask us to target students in line with the skills and interests that you require.

Drop-in sessions


The Works is in an ideal location to host a student drop-in session as it is a busy and convenient place to meet students face-to-face particularly if you are undertaking a large recruitment drive. The Works will advertise your presence by email, poster and the distribution of leaflets.

Interview Facilities

The Works Interview room accommodates a maximum of five people and can be hired from 09:00-17:00 for one-to-one interviews. The room has internet access. Group interviews can be housed in The Works outside of opening hours from 15:00-18:00.

Advertise on plasma screen

Placing an advert on the outfacing plasma screen, which is based on the walkway to the bar, will ensure your advert has maximum exposure to a large number of students. Your advert will be screened a minimum of four times every hour throughout the day and evening.



Flyer campaign

Up to 500 flyers advertising your opportunities on display in The Works and given out to students. Alternatively you can have your advertisement on the back of 100 job printouts.

Posters

Your posters can be displayed on the “Jobs, Training or Opportunities” board where it will be viewed by students who are actively seeking work or looking at the opportunities.

Initial vetting of potential candidates

Staff can help by receiving initial emails on your behalf, short listing and contacting applicants to arrange interviews. Additionally experienced staff can interview candidates and select on your behalf.

Sponsoring The Works

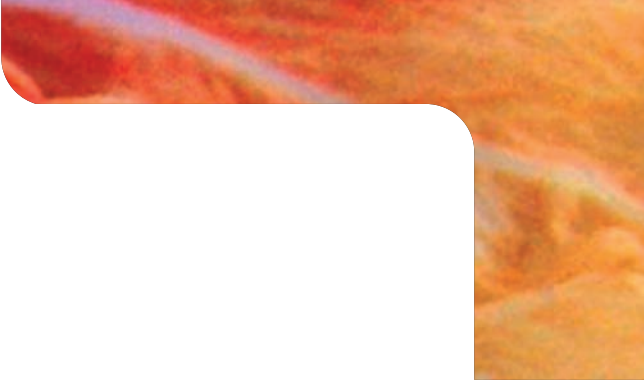
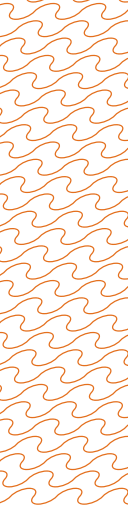
The Works also offers employers and organisations the opportunity to sponsor a specific project such as its own leaflets, uniforms or the plasma screen. Packages can be tailored to suit your needs.



For all enquiries and to discuss opportunities please contact The Works Co-ordinator:

Email: theworks@exeter.ac.uk

Telephone: 01392 264442



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The Works Co-ordinator

Email: theworks@exeter.ac.uk Tel: 01392 264442

The Works
University of Exeter Students' Guild
Devonshire House
Stocker Road
Exeter EX4 4PZ



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This leaflet is printed
on 80% recycled paper

